



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 24, 2009

Ms, Dayna Nichols, Manager/owner
Bakersfield Envelope Co, Inc. DBA Castle Printing & Publication
4401 Stine Road
Bakersfield, CA 93313

Dear Ms. Nichols:

RE: Final MONITORING MEETING REPORT for Bakersfield Envelope Co, Inc. DBA Castle Printing & Publication – ET08-0170

Date of Meeting:	9/02/09
Beginning/Ending Time:	9:30 a.m. – 11:30 a.m.
Date of Last Meeting:	4/03/08
Meeting Location:	Bakersfield
Persons in attendance:	Dayna Nichols, Manager/Owner, Bakersfield Envelope Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	8/07/07 – 8/06/09	Agreement Amount:	\$35,880
Training Start Date:	8/15/07	No. to Retain:	23
Date Training must be Completed:	5/08/08	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

ACTION ITEMS REMAINING FROM THE PRIOR MEETING:

None

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

The Agreement was executed on 10/19/07 and training began on 8/15/07. You reported that all training was completed on 5/06/09, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement on 8/06/09.

ETP approved one Agreement Amendment on 5/21/08, to extend the end date of the term of the Agreement by 12 months from 8/06/08 to 8/06/09 to allow more time for the Contractor to complete training.

Bakersfield Envelope records show that 21 trainee have completed training and the 90-day retention (91% of planned retentions). Current records show that Bakersfield Envelope Co. has received \$4,110.60 in progress payments, of which \$3,081 has been approved as earned. On 11.18.09, you reported that you have not submitted the close-out invoice because you were having some problems with the website that required assistance from ETP's Fiscal Unit, and were granted an extension to submit the final invoice(s).

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	23	31	7	21	21	21
Totals :	23	31	7	21	21	21

The above data is in agreement with ETP's Contract Status Report.

ATTENDANCE ROSTERS/INVOICE:

The Analyst reviewed the training records of eight (8) trainees billed for progress payment on Invoice 2. The records reviewed contained the required information and signatures and the training hours billed for reimbursement were validated.

AUDIT:

Bakersfield Envelope Co. Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment

- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Pelaez at (818) 755-1323 or by email at gpelaez@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood, Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood, Regional Office

cc: David Guzman, Chief, ETP Audit & Programs Operations Division
Kulbir Mayall, Manager, Cert & Fiscal Unit
Project File
Master File

Date report mailed to Contractor 11/25/09